



National Park Service  
U.S. Department of the Interior

Fort Stanwix National Monument  
112 East Park Street  
Rome, NY 13440  
315-338-7730 phone  
315-334-5051 fax

## Volunteer – Internship Opportunity

Division: Interpretation and Resource Management

Location: Park Headquarters

Position: Publications Technician



This person works inside the Park Headquarters with managers and staff using computers to design publications for print and posting on the park's webpage. This person sets the tone for the visitors' experience before, during and after their visit to Fort Stanwix and the City of Rome.

### Major Duties:

- ☞ Successfully completes the U.S. Department of the Interior's Federal Information Security course in order to use NPS computers
- ☞ Utilizes Microsoft Office Suite 2007 and Adobe Creative Suite 4 Master Collection, and NPS identity style guide and templates to develop publications
- ☞ Design and produce publications that orient and inform park visitors about Fort Stanwix and partner sites, events, programs and activities
- ☞ Develop publications including quarterly park newsletters, quarterly VIP newsletters, site bulletins, marketing materials, press releases, temporary exhibits, and other publications as needed. Park managers and staff will provide written submissions for publications.
- ☞ Upgrades, updates and maintains the park's digital image library

For more information contact: Mike Kusch at 315-271-5796 or [michael\\_kusch@nps.gov](mailto:michael_kusch@nps.gov)